



# **THE MASTER CONTRACT: DID YOU KNOW**



## **SECURING THE CONTRACT**

- Prior to a master contract commencing, the following should be provided to the School/LEA:
  - Copies of teacher/provider credentials
  - Insurance documentation
  - CDE certification letter
  - TB test results
  - CDOJ and FBI clearance



## **ATTENDANCE AT MEETINGS**

- Attendance at an IEP meeting is part of NPA/S's professional responsibility and is not a billable service under the contract.



## **RECORDS**

- The SCHOOL/LEA may choose to give the NPA/S access to SEIS, however is not required to do so.
- NPA/S will maintain all records for at least five (5) years after the termination of the master contract.



## **COMMUNICATION REQUIREMENTS**

- All problems and/or concerns reported to parents, both verbal and written, shall also be provided to the SCHOOL/LEA.
- NPA/S must notify the SCHOOL/LEA within five school days after NPA/S becomes aware of a student's change of residence.



## **ASSESSMENTS**

- All assessments resulting from an assessment plan shall be conducted by the LEA unless the LEA specifies in writing a request that NPA/S perform such additional assessment.



## **HOMEBASED SERVICES**

- Unless the NPA/S is an LCI, all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services.



## **PROGRESS REPORTS**

- Unless SCHOOL/LEA requests in writing that progress reports be provided on a monthly basis, NPA/Ss shall provide to parents and LEA at least four (4) written progress reports/report cards per year.
- The NPA/S will provide supporting documentation used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans.



## **RESTRAINT**

- Upon the use of any type of physical or mechanical restraint or seclusion of a District student, NPA/S shall complete a Behavioral Emergency Report, which shall go to the parents and SCHOOL/LEA within 24 hours.



## **INDIVIDUAL SERVICE AGREEMENT (ISA)**

- There will be one ISA per student served by the NPA/S.
- Changes to services may only be made by the IEP team. (Ed. Code § 56366 (a)(3)). Should any IEP services be changed, the ISA must then be updated accordingly.

## **NPS**

## **NPS AND RESIDENTIAL**

- Total student enrollment should be listed on the CDE certification letter and the NPA/S is limited to that enrollment number.
- Total student enrollment is also limited to the following:
  - NPS class size should not exceed a ratio of 1:12 (one teacher per twelve (12) students), unless the NPS and SCHOOL/LEA agree otherwise in writing
  - With written approval, class size may be temporarily increased to 1:14
- NPA/S will not admit a student on a private pay or tuition free “scholarship” basis and advise the parent(s) to pursue funding for the placement from the SCHOOL/LEA through due process proceedings.